NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE DIRECTOR OF STUDENT ACTIVITIES FULL TIME 10 MONTH, TENURE TRACK POSITION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Winsted, CT

Minimum Salary: \$48,364 approximate annual, plus excellent medical insurance, retirement and related fringe

benefits.

Closing Date: April 21, 2017

Minimum Qualifications: Bachelor's degree in Education, Recreation, Communications, Liberal Arts or other closely related degree, plus at least two (2) years' experience in student activities or student life in a higher education setting. Experience with program/event planning, advising student clubs/student government, organizing student orientations, and creating student publications required. Ability to develop budgets and allocate resources, demonstrated information technology literacy skills, as well as excellent interpersonal, organizational, and communication skills. An understanding of the mission of the community college and a demonstrated ability to respond to and work with multiple constituencies and involvement in support of a culturally and ethnically diverse population are essential.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Responsibilities: Under the direction of the Director of Student Development, the incumbent is responsible for developing, designing, and implementing a comprehensive student activities program to serve the diverse needs of the College. These services include such functional areas as: advising student government and student clubs/organizations, performing new student orientations and student recognition events, monitoring expenditures and maintaining budget, implementing fitness and wellness programs, and developing co-curricular activities that enhance students' practical and community-service experience and leadership skills. Incumbent is required to have extensive cooperative and collaborative relationships with faculty, staff, students, the public, and with professionals in peer organizations. Incumbent organizes, supervises, and accompanies students on field trips.

Application Instructions: PLEASE SUBMIT THE FOLLOWING ELECTRONICALLY:

Only complete application packages will be accepted for consideration. The final candidate will be required to successfully pass a background check.

- 1. Letter of Intent
- 2. Resume
- 3. Names and contact information of three (3) professional references
- 4. Typed Board of Regents Employment Application, available at: NCCC Human Resources forms
- 5. Unofficial Transcripts from each Degree-Granting Institution

You may email your application package to NW-HumanResources@nwcc.edu

NCCC does not discriminate on the basis of race, color, religious creed, age, sex, including pregnancy, sexual harassment and sexual assault, marital status, national origin, ancestry, sexual orientation, transgender status, gender identity or expression, genetic information, workplace hazards to reproductive systems, present or past history of mental disability, intellectual disability, learning disability or physical disability, prior criminal record or any other protected class in its programs and activities. In addition, NCCC does not discriminate against persons on the grounds of political beliefs or veteran status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Ruth Gonzalez, Director of Student Development, (Title IX and Section 504/ADA Coordinator) NCCC, Park Place East, Winsted, CT 06098, Green Woods Hall, (860) 738-6315, Rgonzalez@nwcc.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.